

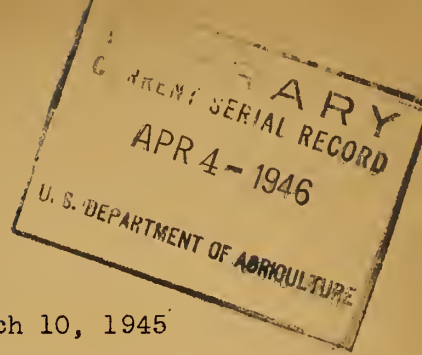
## **Historic, Archive Document**

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WAR FOOD ADMINISTRATION  
Office of Marketing Services



March 10, 1945

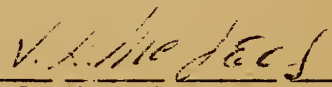
FISCAL DIVISION MEMORANDUM NO. 3

Fiscal Instructions and Procedures

Finance instructions and procedures of the Office of Distribution which are applicable to the activities of the Office of Marketing Services will remain in effect until they are superseded by O.M.S. instructions.

The recent reorganization will bring about a need for certain modifications in procedure, which will be incorporated in new instructions as rapidly as possible. Employees in both Washington and Area Finance Offices are invited to make suggestions through their respective Area Finance Officers or Section Chiefs to the Chief Fiscal Officer regarding improvement and simplification of existing procedures.

The following types of issuances will be released (1) Fiscal Memoranda covering miscellaneous announcements and advance notices of changes in procedure, (2) Fiscal Instructions, outlining procedures and (3) Washington Fiscal Division Letters containing information of interest to Washington personnel only.

  
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H. L. McLeod, Acting  
Chief Fiscal Officer

